



State of Vermont
Finance & Administration
Contract Administration
One National Life Drive
Montpelier, VT 05633-5001
www.aot.state.vt.us

Agency of Transportation

[phone] 802-828-2641
[fax] 802-828-5545

December 18, 2013

RE: Request for Proposals (RFP) – Review Appraisal Services 2014

Ladies and Gentlemen,

The State of Vermont, acting through the Agency of Transportation (VTrans), is requesting proposals for consultant review appraisal services. VTrans requires that appraisals made in connection with the acquisition or disposition of real property for transportation projects be reviewed. The consultant's client will be VTrans and they shall report to the VTrans Right-of-Way Review Appraiser.

All work will be accomplished in accordance with the Scope of Work (SOW) dated October 31, 2013, the Procedures for Selecting Contractors and Specifications for Contractor Services document, including Customary State Contract Provisions, dated August 28, 2008, Revised December 29, 2008, the General Special Provisions dated November 22, 2011, and the revised Customary State Contract Provisions, dated November 7, 2012, all of which are attached hereto.

VTrans intends to select up to three (3) consultant(s) to perform these services and will enter into rate schedule contract(s) with each consultant covering a two-year period. VTrans may extend one, or more, of the contracts for an additional two-year period. The rate submitted per Class of appraiser will be in force for the two year contract term. If the contract term is extended the rates may be negotiated for the extension period.

All questions or requests for clarification related to this RFP shall be forwarded to the VTrans Point of Contact:

And Morse, Contracts Specialist V
Agency of Transportation, Contract Administration
1 National Life Drive
Montpelier, VT 05633-5001

All such questions and requests shall be in writing to the address above, by e-mail at And.Morse@State.vt.us, or by fax at (802) 828-5545 no later than Wednesday January 8, 2013. VTrans will not be bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date. **Communication with other VTrans personnel regarding this RFP is prohibited and may result in the rejection of your proposal.**

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Only VTrans approved personnel of the appraisal firm will be allowed to perform the services described in the SOW. Individuals must be prequalified as Class II or III appraisers. All applicants and hired consultants must be licensed as a State of Vermont Certified General Real Estate Appraiser. To apply to be added to the VTrans List of Prequalified Consultant Appraisers, please contact the Right-of-Way Section, Appraisal Chief Karen Williams at (802) 828-5356 or by email: Karen.williams@state.vt.us.

The Agency reserves the right to specify the review appraiser for each work assignment.

Selected Consultant Technical Proposals become public record and are available for public review and inspection upon execution of the contract. The contents of the successful consultant's technical proposal, as accepted by VTrans, may become part of the contract awarded as a result of this process.

In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFP, including VTrans responses to questions and requests for clarification, such modification shall be in the form of a written RFP Change. Any such RFP Change shall be posted to the VTrans FTP site.

VTrans will, at its discretion and as a courtesy only, email notification of any RFP Change to each prospective consultant on the same day any such Change is posted. However, failure of a consultant to receive an RFP Change shall not release any consultant from any obligations under its proposal as submitted. **IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO MAKE INQUIRY TO, AND TO OBTAIN THE RFP CHANGES ISSUED, IF ANY, FROM VTRANS FTP SITE.**

In order to be considered responsive to this RFP, each consultant shall conform to the following requirements:

1. Required Information for the Technical Proposal:
 - A. Submit one (1) envelope, or package, containing seven (7) copies of the technical proposal.
 - B. The technical proposal shall be clear and concise, bound, 8 ½" x 11" pages, using a size 12 or greater font. Information better suited to a larger page size format (such as schedules, etc.) may be included; these pages shall be folded to an 8 ½" x 11" size. The pages shall be numbered consecutively.
 - C. The technical proposal shall cover the details of the firm, address the evaluation criteria set forth in this RFP, include a detailed description of the firm's understanding of the SOW, and detail the firm's capabilities to perform such work. The proposal shall demonstrate the firm has a thorough understanding of applicable Federal and State of Vermont regulations, laws, and professional appraisal standards which include:
 - 1) Uniform Standards of Professional Appraisal Practice (USPAP)
 - 2) Code of Federal Regulations (CFR) Chapter 49 Part 24 Uniform Relocation Assistance and Real Property Acquisition Standards for Federal and Federally-

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Assisted Programs, a/k/a “The Uniform Act”;

3) Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) a/k/a/ “The Yellow Book”; and

4) VTrans Right of Way Manual, Chapter 3, “Appraisal” and Chapter 5 “Appraisal Review”.

- D. Provide a summary of any previous and current experience in reviewing VTrans or other DOT/Federally funded work.
- E. Provide a résumé for each appraiser and a list of course work completed.
- F. Describe how you would normally seek clarification and/or correction from appraisers whose work you review.
- G. Under separate tab labeled **Examples of Work**, consultants shall provide pertinent examples of work products.
- H. The proposals will be evaluated considering the following criteria:

CRITERIA	MAXIMUM POINTS
1. Past performance in reviewing VTrans or other DOT/Federally funded work.	50
2. Understanding of all applicable regulations and professional appraisal standards.	40
3. Responsiveness to RFP requirements. Quality and clarity of proposal.	10
Total	100

2. Required Information for the Cost Proposal:

A. Submit one (1) envelope containing four (4) copies of the cost proposal.

Provide in the cost proposal one (1) hourly rate, per class of appraiser, for the services described in the SOW. This rate should include all costs and expenses incidental to this work.

3. Submit one (1) envelope or package containing:

A. Financial Information

- 1) A completed VTrans Form AF38 (revised 06/2011) for the Consultant. For this

submission the Consultant shall complete Section One.

- 2) One (1) copy of financial information for the Consultant.
- 3) The financial information for the Consultant shall be current for each firm and cover a period ending no more than 18 months prior to the date the proposal is due.

4. Required Shipping Information

- A. Clearly indicate the following on the outside of each of the three (3) sealed envelopes or packages containing the technical proposal, cost proposal, and financial information:
 - 1) Name and address of the prime consultant
 - 2) Due date and time (01/22/2014 – 2:00 p.m.)
 - 3) Envelope contents (i.e. Technical Proposal, Cost Proposal and Financial Information)
 - 4) “Review Appraisal Services 2014”
- B. Submit the three (3) sealed envelopes or packages to the **Office of Contract Administration, Agency of Transportation, One National Life Drive, Montpelier, VT 05633-5001**, prior to **2:00 p.m., on Wednesday, January 22, 2014**.
- C. Proposals or unsolicited revisions submitted after the specified due date and time will not be accepted and will be returned to the consultant.

5. Rejection Conditions

- A. VTrans reserves the right to reject any or all proposals received as a result of this RFP. A proposal may be rejected for one or more of the following reasons, or for any other reason deemed to be in the best interest of VTrans:
 - 1) Failure of the consultant to adhere to one or more provisions of this RFP.
 - 2) Failure of the consultant to submit information required by this RFP.
 - 3) Failure of the consultant to follow generally accepted ethical and professional standards during the RFP process.
 - 4) Communications about this RFP with VTrans personnel other than the Point of Contact listed in this RFP.
 - 5) Technical Proposals exceeding the page limit (as applicable).

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- 6) Technical Proposals that are not printed in accordance with the requirements of this RFP. (To include, but not limited to: paper size, font specifications, single or double sided printing, etc.).
- 7) Failure to provide the correct number of copies of the Proposals as specified in this RFP.

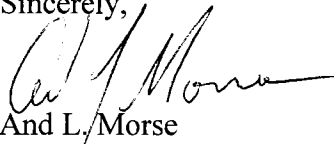
VTrans reserves the right to request and consider the opinions of any State and/or Federal Agency relative to the qualifications, capability and performance of any consulting firms and/or sub-consultants identified in responses to requests for proposals.

Each consultant awarded a contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. VTrans **will NOT execute the contract** until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at www.sec.state.vt.us/seek/keysrch.htm.

If any consultant is aggrieved by the proposed award of the contract, the consultant may appeal in writing to the Chief of Contract Administration. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

All proposals become the property of VTrans upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposing consultant. Unselected proposals may be destroyed or returned to the bidder at VTrans' discretion. VTrans reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of VTrans. This solicitation of proposals in no way obligates VTrans to award a contract.

Sincerely,



And L. Morse

Contracts Specialist V

Enclosures:

Scope of Work (SOW) dated October 31, 2013
Procedures for Selecting Contractors and Specifications for Contractor Services, dated
August 28, 2008, Revised December 29, 2008
The General Special Provisions dated November 22, 2011
The Standard State Provisions for Contracts and Grants dated November 7, 2012
VTrans Form AF38